



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**ATTORNEY
\$4,886 - \$8,512
LEGAL BRANCH
HEALTH POLICY APPROVAL BUREAU
SAN FRANCISCO**

This recruitment may be used to fill multiple vacancies occurring in this location for this classification within the next 60 days.

RESPONSIBILITIES:

Under the general direction of the Assistance Chief Counsel, the Attorney handles the more routine tasks of the bureau pertaining to the Department's health insurance policy form filings that include approving, disapproving, and negotiating with insurers to resolve objections to disapproved filings and providing legal services for the administration and enforcement of the California Insurance Code, other related statutes, and regulations. The Attorney may complete special assignments/projects, and make recommendations to the Assistant Chief Counsel. The Attorney may provide legal advice and analysis to the Insurance Commissioner, Deputy Commissioners, and Department regarding health and disability insurance laws, regulations, and legislation. The Attorney may draft regulations and oversee rulemaking activities for the Department. The Attorney interprets statutes and regulations pertaining to the various types of health and disability insurance policies in response to inquiries from the public, insurance industry, legislators, and other Department personnel.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in insurance and health insurance laws
- Familiarity with the Insurance Code and related statutes and regulations
- Familiarity with the California Administrative Procedures Act and experience in promulgating regulations and conducting administrative hearings
- Strong analytical and inter-personal skills
- Excellent written and verbal communication skills; comfort and familiarity with personal computers and popular office software packages and extensive knowledge of legal research methods
- Ability to balance assignments, manage caseloads, and several projects at once with minimal supervision
- Ability to meet multiple deadlines and perform under pressure

09/29/15 MR

DO NOT SUBMIT APPLICATIONS TO CalHR

"The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation."



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WHO MAY APPLY:

Applications will be accepted from current State employees at the Attorney, those with transfer eligibility, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#), and proof of meeting the minimum qualifications of the classification to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Attorney, PSN # 413-200-5778-XXX" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Malinda Randolph at (916) 492-3300.

FINAL FILING DATE: **October 14, 2015 by 5:00 p.m. – Close of Business**

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD: 678) is required for each recruitment for which you would like to be considered.

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